

Local Rule 5-3 – Eligibility, Registration, Passwords for Electronic Filing; Exemption from Electronic Filing

(a) Mandatory Electronic Filing. Unless exempted pursuant to (e) below, attorneys admitted to the court's bar (including those admitted *pro hac vice*) or authorized to represent the United States must use the court's ECF system to file documents.

(b) Registration. To register to use the ECF system, an attorney must complete the registration form adopted by the clerk. The form must require:

- (1) the attorney's name, address, and telephone number;
- (2) the attorney's e-mail address; and
- (3) a declaration that the attorney is admitted to this court's bar.

(c) Change in Information; Compromise of Password. An attorney who has registered to use the ECF system must notify the clerk:

- (1) in writing within 30 days after the attorney's address, telephone number, or e-mail address changes; and
- (2) immediately upon learning that the attorney's password for the ECF system has been compromised.

(d) Consent to Electronic Service. By registering to use the ECF system, attorneys consent to electronic service of papers filed in cases maintained on the ECF system.

(e) Exemption from Participation. The court may exempt attorneys from using the ECF system in a particular case for good cause. An attorney must file a petition for ECF exemption and a CM/ECF technical requirements exemption questionnaire in each case in which the attorney seeks an exemption. (The CM/ECF technical requirements exemption questionnaire is available on the court's website, www.insd.uscourts.gov).

Note: Effective January 1, 2012, former Local Rule 5.7 becomes Local Rule 5-3.